

# **Student Contact Person Entry Data Fields**

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## Field SC-1: Contact Last Name

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** Contact person's last name.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this  
data can be found / or is used:**

**Table name in which this  
field can be found:** tblContactPerson

**Table Field Name:** VCp\_CLastName

**Field Length:**

**Field Type:** Numeric

**Comparable MEIS-SRSD field:**

## Field SC-2: Contact First Name

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** Contact person's first name.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this  
data can be found / or is used:**

**Table name in which this  
field can be found:** tblContactPerson

**Table Field Name:** VCp\_CFirstName

**Field Length:** 25

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**

## Field SC-3: Relationship

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:** User Defined Drop Down Box for which to select:

AL – Alternate (DOS Version)  
BR – Brother  
FF – Family Friend  
FA – Father  
GF – Grandfather  
GM – Grandmother  
GP – Grandparent  
GU – Guardian  
MO – Mother  
PA – Parent  
SB – Sibling  
SI – Sister

To add or delete a relationship from the list go to Entry Utilities then Dictionary Lookup/Listings.

**Definition:** Relationship of the contact person to the student.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** VCpK\_RelationshipID

**Field Length:** 2

**Field Type:** Alphabetic

**Comparable MEIS-SRSD field:**

## Field SC-4: Priority

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:**

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this  
data can be found / or is used:**

**Table name in which this  
field can be found:** tblContactPerson

**Table Field Name:** VCp\_Priority

**Field Length:** 1

**Field Type:** Numeric

**Comparable MEIS-SRSD field:**

## Field SC-5: Address 1

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** Building number and street name at which the contact person resides at.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** VCp\_Address1

**Field Length:** 50

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**

## Field SC-6: Address 2

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** Alternative mailing address; e.g., Apt Number, Post Office Box

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** VCp\_Address2

**Field Length:** 50

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**



## Field SC-7: City

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** The name of the city or town where the contact person lives at.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** VCp\_City

**Field Length:** 25

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**

## Field SC-8: State

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** The state in which the contact person resides.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this  
data can be found / or is used:**

**Table name in which this  
field can be found:** tblContactPerson

**Table Field Name:** VCp\_State

**Field Length:** 2

**Field Type:** Alphabetic

**Comparable MEIS-SRSD field:**

## Field SC-9: Country

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

Country in which the contact person resides.

**Definition:**

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this  
data can be found / or is used:**

**Table name in which this  
field can be found:** tblContactPerson

**Table Field Name:** VCp\_Country

**Field Length:** 15

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**

## Field SC-10Postal Code

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** The zip code of the location where the contact person lives at.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** VCp\_PostalCode

**Field Length:** 15

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**

## Field SC-11 Comments

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:**

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this  
data can be found / or is used:**

**Table name in which this  
field can be found:** tblContactPerson

**Table Field Name:** VCp\_Comments

**Field Length:**

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**

## Field SC-12 Home Phone

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** The phone number of the contact person at the place where he/she resides.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** VCp\_HomePhone

**Field Length:** 14

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**

## Field SC-13 Work Phone

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** The telephone number of the contact person where he/she works.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** VCp\_WorkPhone

**Field Length:** 14

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**

## Field SC-14 Alternate Phone Type #1

**Submission Date:** Fall, Spring, and EOY

**Data Entry:** Drop Down Box from which to make a selection:

C – Cellular  
F – Fax Machine  
P - Pager

**Code/Format:**

**Definition:** The type of alternative communication that can be used to reach the contact person.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** VCpK\_AlternatePhoneID\_1

**Field Length:** 1

**Field Type:** Alphabetic

**Comparable MEIS-SRSD field:**



## Field SC-15Alternative Phone #1

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** The telephone number to the type of alternative communication the contact person has.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** VCp\_AlternatePhone\_1

**Field Length:** 14

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**

## Field SC-16Alternate Phone Type #2

**Submission Date:** Fall, Spring, and EOY

**Data Entry:** Drop Down Box from which to make a selection:

C – Cellular  
F – Fax Machine  
P - Pager

**Code/Format:**

**Definition:** The type of alternative communication that can be used to reach the contact person.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** AlternatePhoneID\_2

**Field Length:** 1

**Field Type:** Alphabetic

**Comparable MEIS-SRSD field:**

## Field SC-17Alternative Phone #2

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:** The telephone number to the type of alternative communication the contact person has.

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this data can be found / or is used:**

**Table name in which this field can be found:** tblContactPerson

**Table Field Name:** VCp\_AlternatePhone\_2

**Field Length:** 14

**Field Type:** Alphanumeric

**Comparable MEIS-SRSD field:**

## Field SC-18 Illness

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:**

**Definition:**

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this  
data can be found / or is used:**

**Table name in which this  
field can be found:** tblContactPerson

**Table Field Name:** VCp\_Illness

**Field Length:** 1

**Field Type:** Check Box

**Comparable MEIS-SRSD field:**

## Field SC-19 Report Card

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:** Check Box  
√ - Yes  
Blank - No

**Definition:**

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this  
data can be found / or is used:**

**Table name in which this  
field can be found:** tblContactPerson

**Table Field Name:** VCp\_ReportCard

**Field Length:** 1

**Field Type:** Check Box

**Comparable MEIS-SRSD field:**

## Field SC-20Mailings

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:** Check Bo  
√ - Yes  
Blank - No

**Definition:**

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this  
data can be found / or is used:**

**Table name in which this  
field can be found:** tblContactPerson

**Table Field Name:** VCp\_Mailings

**Field Length:** 1

**Field Type:** Check Box

**Comparable MEIS-SRSD field:**

## Field SC-21Release OK

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:** Check Bo  
√ - Yes  
Blank - No

**Definition:**

**Common Entry Errors:**

**Programming Edits:**

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**Report name in which this  
data can be found / or is used:**

**Table name in which this  
field can be found:** tblContactPerson

**Table Field Name:** VCp\_ReleaseOK

**Field Length:** 1

**Field Type:** Check Box

**Comparable MEIS-SRSD field:**

## Field SC-22 Emergency

**Submission Date:** Fall, Spring, and EOY

**Data Entry:**

**Code/Format:** Check Bo  
√ - Yes  
Blank - No

**Definition:**

**Common Entry Errors:**

**Programming Edits:**

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**Table name in which this  
field can be found:**

**Report name in which this  
data can be found / or is used:** tblContactPerson

**Table Field Name:** VCp\_Emergency

**Field Length:** 1

**Field Type:** Check Box

**Comparable MEIS-SRSD field:**